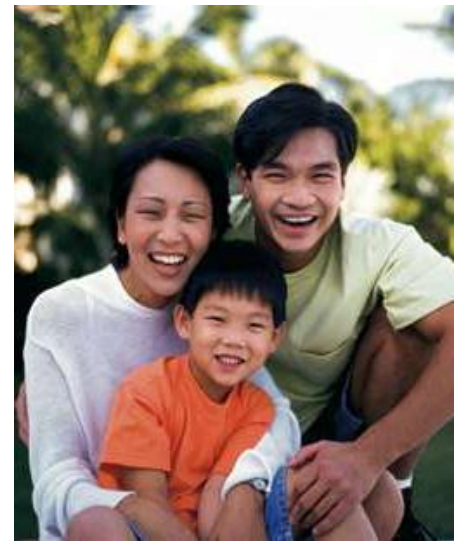


PARENTAL INVOLVEMENT

A QUICK REFERENCE OF REQUIREMENTS FOR TITLE I PROGRAMS



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Parent Involvement Requirements for All Local Title I Programs

1. Parent Involvement Policy:

Each district with a Title I program must have a written parent involvement policy that is jointly developed with, agreed upon, and distributed to parents of participating children. Districts that have parent involvement policies may amend its current policy to meet the Title I, Part A requirements. The policy must be on file in the district. [\[Section 1118 \(b\) \(3\), NCLB\]](#), [Guidance D1, D2](#) (See Appendix D for a sample template of a District Wide Parental Involvement Policy.)

2. Parent Right To Know:

- LEAs must notify parents of availability of information on professional qualifications of their child's teachers and paraprofessionals. [\[Section 1111\(h\)\(6\)\(A\)\(i-iv\), NCLB\]](#), [Guidance C-6](#)
- LEAs must provide timely notice of 4 or more weeks of teaching by a teacher that is not fully qualified. [\[Section 1111\(h\)\(6\)\(B\)\(ii\), NCLB\]](#), [Guidance D-3](#)

3. Parent-School Compact:

A parent-school compact must be provided to every parent in a Schoolwide program and to Title I parents in Targeted Assistance programs. The compact must describe the school's responsibility to provide high quality curriculum and instruction, ways in which parents will be responsible for supporting their child's learning, and communication between teachers and parents on an ongoing basis. [\[Section 1118 \(d\) \(1\) and \(2\)\]](#) [Parent Involvement Guidance D-9](#)

4. Annual Title I Parent Meeting:

An annual Title I parent meeting must be held at a time that will encourage parent attendance. It may be held in conjunction with a school open house or at a separate time. At this meeting, parents should be given the information about Title I and provided the opportunity to give input and feedback regarding the Title I program. [\[Section 1118 \(c\) \(1\)\]](#)

5. Parent Information & Assistance:

Share frequent report of student progress with parents as well as interpretation of results. Seek parental input into decisions involving ways to increase academic achievement. This requirement may be met by (1) distributing handouts and newsletters to parents, (2) conducting parent-teacher conferences (3) providing flexible and regular parent meetings and (4) providing training sessions for parents. [\[Section 1118 \(c\) \(B\) and \(C\) and \(e\) \(1\)\]](#)

6. Parent Training for Student Academic Success:

Assistance must be provided to parents in understanding topics such as local academic standards and assessments, monitoring their child's progress and how to work with educators to improve academic achievement of their child. [\[Section 1118\(c\)\(4\) \(A\) and \(C\), \(3\)\(2\) and \(6-10\)\]](#)

7. Title I Program Evaluation:

LEAs must have a system in place for annually evaluating the Title I program and the Parent Involvement components of Title I. Parents and staff must be included in the review process for the purpose of suggesting potential programming needs and/or changes. This evaluation could include parent, staff and administrative surveys pertaining to Title I programming as well as an analysis of student achievement. This is not to be used as an evaluation of the Title I teacher. [\[Section 1118\(c\)\(3\)\]](#)

***Note:** Parent Involvement requirements for Title I programs apply to all students attending a Schoolwide Program.*

A Parental Involvement Checklist for District and School Administrators

Notification and Consultation Actions and Documentation
































Notification

The Title I, Part A provisions related to notification are intended to assist parents in making decisions on what is best for their child. The following chart provides the types of actions, timing, and information LEAs and schools are to take to fulfill the parental notification requirements.

Topic	Form	By Whom/When
Communicate in uniform language and format as well as in a language parents understand, whenever practicable All Programs: [Section 1111(b)(3)(C)(xii); 1111(h)(6)(C); 1118(e)(5); 3302(c), NCLB]		LEA/ School: All notifications or correspondence throughout the year
Notify parents of their right to know the qualifications of teachers and paraprofessionals Title I, Part A: [Section 1111(h)(6)(A)(i-iv), NCLB]		LEA: Annually, beginning of school year
Notify parents of their right to know if their child's teacher is not highly qualified Title I, Part A: [Section 1111(h)(6)(B)(ii), NCLB]		School: Soon after four weeks of the student being taught by non-highly qualified teacher have passed
Provide a progress review of the school's efforts to meet Adequate Yearly Progress (AYP) Title I, Part A: [Section 1116(a)(1)(C), NCLB]		LEA: Annually, beginning of school year
Provide annual report cards containing information on assessment, accountability, and teacher quality Title I, Part A: [Section 1111(h)(2)(A)(i), NCLB]		LEA: Annually
Provide parents with information on their child's academic progress Title I, Part A: [Section 1111(h)(6)(B)(i), NCLB; Section 1118(d)(2)(B), NCLB]		School: As soon as practicable
Provide frequent reports on student progress Title I, Part A: [Section 1118(d)(2)(B), NCLB]		LEA: Frequently during school year
Distribute written parental involvement policies Title I, Part A: [Section 1118(a)(2) and (b)(1), NCLB]		LEA/School: Annually
Distribute School-Parent Compact Title I, Part A: [Section 1118(d), NCLB]		School: Annually, beginning of the school year
Distribute the schoolwide plan for Title I campus Title I, Part A: [Section 1114(b)(2)(B)(iv), NCLB]		School: Annually

KEY: @ = e-mail/print or e-file documentation | = student handbook/print or e-file documentation | = telephone/documentation in a log | = Web-based dissemination/e-file documentation | = letter/print documentation | = newspaper/print or e-file documentation | = meeting with parents/documentation by sign-in sheets, agendas, minutes, or products | = newsletters or correspondence sent home with students/print or e-file documentation | = parent conference/notes, correspondence, or log | ^R = required form

Notification Continued

Topic	Form	By Whom/When
Provide information to parents of homeless students on their rights Title I, Part A: [Section 722(g)(6)(A)(iv, vii), NCLB]	     	School: When a student registers
Provide parents with information about schools identified for School Improvement, Corrective Action, or Restructuring, including information on parent options and descriptions of the steps taken to address poor performance Title I, Part A: [Section 1116(b)(6)(A–F), (7)(E)(i–iii), and (8)(C)(i–ii), NCLB]	 ^R	LEA: By the uniform start date
Provide information about the parents’ rights to access Supplemental Educational Services (SES) Title I, Part A: [Section 1116(e)(2)(A)(i–iii) and (B), NCLB]	 ^R	LEA: By the uniform start date
Provide information to the parents of students who have Limited English Proficient Students (LEP) about available programs, parent options, and program effectiveness Title I, Part A: [Section 1112(g)(1)(A)(i–viii), 1112(g)(1)(B), 1112(g)(3), and 1112(g)(4),] and Title III–A, NCLB: [3302(a)(1–8), 3302(b), 3302(e)(1)(A), and 3302(B)(i–iii)]	       	LEA: In regard to placement, not later than 30 days after beginning of school year or within first two weeks of the student being placed in language instruction program when the student was not identified prior to beginning of school year In regard to program effectiveness, within 30 days after failure occurs In regard to other information, regular meetings throughout the school year
Provide information about Safe and Drug Free School and Community (SDFSC) status for schools (including Persistently Dangerous Schools), programs and activities supporting SDFSC, and instances of violent crime in the school Title IV, Part A: [Section 4115(b)(1)(D)(i), 4114(d)(2)(C), 4115(b)(2)(D), 4116(b)] and Title IX–A, NCLB: [Section 9532(a)]	@       	LEA: In regard to status, annually In regard to Persistently Dangerous, at least 14 days prior to the beginning of the school year and at the time of enrollment for new students In regard to programs and activities, ongoing In regard to violent crime, within 14 days of incident
KEY: @ = e–mail/print or e–file documentation  = student handbook/print or e–file documentation  = telephone/ documentation in a log  = Web–based dissemination/e–file documentation  = letter/print documentation  = newspaper/print or e–file documentation  = meeting with parents/documentation by sign–in sheets, agendas, minutes, or products  = newsletters or correspondence sent home with students/print or e–file documentation  = parent conference/notes, correspondence, or log ^R = required form		
The Toolkit was developed by Dr. Chris Ferguson (2009). A Toolkit for Title I Parental Involvement. Austin, TX: SEDL National Center for Family and Community Connections with Schools.		

Consultation

The Title I, Part A provisions require LEAs and schools to perform certain tasks in “meaningful” consultation with parents.

Topic	For	By Whom/When
Written Parental Involvement Policies Title I, Part A: [Section 1118(a)(2); 1118(b)(1); 1118(c)(3), NCLB]	☺	LEA/School: Annually
Annual Evaluation of Parental Involvement Policy Title I, Part A: [Section 1118(a)(2)(E); 1118(c)(1), NCLB]	☺	LEA/School: Annually (survey or evaluation)
Written School–Parent Pledge/Compact Title I, Part A: [Section 1118(d), NCLB]	☺	LEA/School: Twice Annually (Parental Involvement Pledge)
Parent–Teacher Conferences (required at elementary schools) Title I, Part A: [Section 1118(a)(2)(E); 1118(c)(1), NCLB]	☺ ^R	School: Annually usually early in the year
Schoolwide Plan and Program Plans Title I, Part A: [Section 1114(b)(2) (A)(i); 1114(b)(2)(B)(ii); 1118(c)(3); 1306(a)(1)(B); 1306(b)(4); 3116(b)(5), NCLB]	☺	School: Annually
Consolidated Application, Title I Programs Title I, Part A, Title II, Part A, Title IV, Part A, Title V, Part A: [Section 1112(d)(1); 2122(b); 4114(c)(1)(A) and (c)(2); 5133(b)(7), NCLB]	☺	LEA: Meeting annually, when the Consolidated Application is being completed (may occur across program areas)
Reservation of Funds Title I, Part A: [Section 1118(a)(3)(B), NCLB]	☺	School: Annually (survey)
School Improvement Plans (SIP) for schools designated as Needing Improving – Parent Involvement Title I, Part A: [Section 1116(b)(3)(A); 1116(c)(7)(A), NCLB]	☺	School: Within 3 months of SIP identification
School Improvement Plans (SIP) for schools designated as Needing Improving – Community Leader Involvement Title I, Part A: [Section 1116(b)(3)(B), NCLB]	☺	LEA: Within 45 days of receipt of revised plan from campus
LEA Improvement Plan Title I, Part A: [Section 1116(c)(7)(A)(i–viii), NCLB]	☺	LEA: Annually (survey or evaluation)
Parent Advisory Council (PAC) Title I, Part C: [Section 1304(c)(3), NCLB]	☺	LEA: Annually (survey or evaluation)
Continued Consultation Title IV, Part A: [Section 4114(c)(1)(B); 4115(a)(1)(E), NCLB]	☺	LEA: Annually (survey or evaluation)
Title I, Part A Meeting Title I, Part A: [Section 1118(c)(1) and (2); Section 1118(c)(4)(A–C), NCLB]	☺ ^R	School: Annually (survey or evaluation)

KEY: @ = e-mail/print or e-file documentation | ☺ = student handbook/print or e-file documentation | ☎ = telephone/ documentation in a log | ☒ = Web-based dissemination/e-file documentation | ✉ = letter/print documentation | 📰 = newspaper/print or e-file documentation | ☺ = meeting with parents/documentation by sign-in sheets, agendas, minutes, or products | 📧 = newsletters or correspondence sent home with students/print or e-file documentation | 🗨 = parent conference/notes, correspondence, or log | ^R = required form

The Toolkit was developed by Dr. Chris Ferguson (2009). A Toolkit for Title I Parental Involvement. Austin, TX: SEDL National Center for Family and Community Connections with Schools.

Title I School Parent Involvement Policy Self-Checklist

LEA Name: _____ School Name: _____

Title I Parent Involvement requires each Title I school to develop a written parental involvement policy that describes the means for carrying out the requirements of Section 1118. The School must ensure that information related to school and parent programs, meetings and other activities are sent to the parents of Title I children in a format and in a language the parents can understand.

The policy must be:

- Developed jointly with and agreed on by parents of Title I children;
- Written in an understandable format and provided in a language parents can understand;
- Distributed to all parents of Title I children; and
- Made available to the local community and updated periodically to meet the changing needs of parents and the school.

CHECKLIST OF REQUIRED COMPONENTS	YES	NO
1) The Policy describes how parents will be involved in the planning, review and improvement of the school's Parent Involvement Policy.		
2) The Policy states that an annual meeting will be held to inform parents of the school's participation in the Title I program and to explain the requirements of the program and their right to be involved.		
3.) The Policy states that parent meetings, including parent conferences, will be held at different times during the day.		
4) The Policy states that Title I funds may be used to pay reasonable and necessary expenses associated with parent involvement activities, including transportation, childcare, or home visit expenses to enable parents to participate in school-related meetings and training sessions.		
5) The Policy describes how parents will be involved in the planning, review, and improvement of the school's Title I program.		
6) The Policy describes how the school involves parents in the joint development of the Schoolwide Program Plan under Section 1114. <i>Applies only to Title I schools operating a Schoolwide Program.</i>		
7) The Policy describes how the school involves parents in the joint development of the School Improvement Plan under Section 1116. <i>Applies only to Title I schools identified for School Improvement.</i>		
8) The Policy describes how the school will provide parents of participating children with timely information about the Title I program.		
9) The Policy describes how the school will provide parents of participating children with a description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet.		
10) The Policy describes how the school will provide assistance to parents in understanding the State's academic content standards and student achievement standards, local academic assessments and how to monitor a child's progress and work with teachers to improve the achievement of their children.		
11) The Policy states that the school will provide, if requested by parents, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children, and respond to any such suggestions as soon as practicably possible.		
12) The Policy states that a school-parent compact was jointly developed with parents and the compact outlines how parents, the entire school staff and students will share in the responsibility for improved student achievement.		
13) The Policy describes how the school provides materials and training to help parents to work with their children to improve their children's achievement, such as literacy training and using technology, as appropriate, to foster parent involvement.		

SAMPLE

Parents'/Guardians' Rights Notification

Parents/Guardians in the _____ School District have the right to learn about the following qualifications of their child's teacher: state licensure requirements for the grade level and content areas taught, the current licensing status of your child's teacher, and baccalaureate/graduate certification/degree. You may also request the qualifications of an instructional paraprofessional who serves your student in a Title I program or if your school operates a schoolwide Title I program. Parents/Guardians may request this information from the Office of the Superintendent by calling _____ or by sending a letter of request to the Office of the Superintendent, Street Address, State, Zip.

The _____ School District ensures that parents will be notified in writing if their child has been assigned, or has been taught by a teacher for four or more consecutive weeks by a teacher who is not considered highly qualified.

(This notice may be posted on the web or placed in the student handbook or newsletter.)

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Parent Notification Letter Non-Highly Qualified Teacher (Includes Substitute for More than Four Weeks)

February 26, 2011

Dear Parents and Guardians:

The No Child Left Behind Act of 2001 (NCLB) is designed to ensure that all children have opportunities to be successful in school and to obtain a quality education. As part of NCLB each state and school district must develop plans for all children to be taught by "highly qualified" teachers. According to this law, a highly qualified teacher is one who is certified or licensed, holds a bachelor's degree, and has demonstrated knowledge and skills in the area he or she teaches. Also, the law requires parents to be informed when their children are not taught by a "highly qualified" teacher.

We are fortunate that Mrs. _____ has agreed to substitute for Mrs. _____ for several weeks this spring. Although Mrs. _____ is a college graduate and a certified teacher, she does not meet the federal definition of "highly qualified". Her certification is for elementary education not early childhood. Despite this technicality, I am confident that quality instruction will continue during Mrs. _____'s absence for maternity leave.

If you have any questions about this letter, please feel free to contact your child's principal, _____, or me at the school district office. We welcome the opportunity to discuss NCLB with you and are confident your child will receive quality instruction during the time Mrs. _____ teaches in your child's classroom.

Sincerely,

Title I Coordinator

SAMPLE

Parent Involvement Survey 20__-20__

The following statements will encourage you to reflect on family issues at your school. Please rate your school in the following areas. Check your responses.

<i>Your school or school district:</i>	Rarely	Some-times	Regularly	Always
1. Recognizes that all parents, regardless of income, educational level, or cultural background, want their children to do well in school and are involved in their children's learning.				
2. Supplies a written Title I parent involvement policy that is jointly developed with parents that outlines the partnership among the student, parent, and school.				
3. Holds an annual meeting to inform parents of children in Title I programs about the Title I program.				
4. Provides resources such as books, videos, and newsletters that help with better parent participation at home.				
5. Encourages and provides opportunities for parental input into the design and development of the school-parent compact.				
6. Schedules varied meeting times to accommodate parents' work and childcare schedules.				
7. Provides parents with ideas on how to help their children with homework.				
8. Thinks of the community as an extension of the family.				
9. Provides opportunities for parents to have input in the operations of the school.				
10. Staff sees how diversity may be used to enrich learning experiences for students.				
11. Uses information from parent and family surveys to design or change school procedures and programs.				

Please comment on each of these issues.

12. I would recommend the following changes for how the school communicates with families:

13. I would recommend the following changes for the Title I services my child is receiving:

14. I would recommend these changes for the Title I parent involvement policy:

15. Please list other ways that the district can help support you in your efforts to support your child's academic and social success:

16. Please list other comments or concerns here:

Suggested Schedule Of Parent Involvement Practices

August

- Send required parent notifications. Parents must be notified no later than 14 days before the opening of the school year of Choice and SES options.
- Explanation of School Title I Program to faculty and staff
- Provide staff development for teachers and others.

September

- Develop/Update written **District/School Parent Involvement Policies** and begin implementation. (*Refer to the Parental Involvement section of the Administration Manual and in the Rules and Regulation Handouts.*)
- Hold Annual Parent Meeting
- Begin volunteering programs
- Distribute Title I Districts-School Parental Involvement Policies & School -Parent Compact

October

- Conduct parent-teacher conferences

February

- Review programs, funding, needs, and new research
- Conduct Planning Team Meeting
- Seek parental input for Title I plan, parent involvement policies, School- Parent Compact

March

- Make final preparations for PASS and other annual testing programs

April

- Conduct Annual Review at District and School levels

May

- Compile summary of Annual Review
- Finalize planning team reviews and parent involvement activities for upcoming project

June

- Submit school project application to the State office

